



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 551<sup>ST</sup> SIGNAL BATTALION**  
**BLDG 25605 BARNES AVENUE**  
**FORT GORDON GEORGIA 30905**

ATZH-TBB

1 October 2016

**MEMORANDUM FOR 551<sup>st</sup> Signal Battalion**

**SUBJECT: Policy Memorandum No. 12 – Hometown Recruiter Assistance Program (HRAP) Application Criteria**

**1. References:**

- a. AR 600-8-10, Leave and Passes, 15 February 2006 (\*RAR 001, 08/04/2011).
- b. AR 601-2, Army Promotional Recruiting Support Programs, 2 March 2010.
- c. TRADOC Regulation 350-6, Initial Entry Training Policies and Administration, 7 November 2013.
- d. MILPER Message 04-333, AHRC-PDO-IP, Leave and Pass Procedures, 6 December 2004

2. HRAP is a voluntary recruiter assistance program that offers Soldiers the opportunity to promote Army service in their hometown after completion of Initial Entry Training. Soldiers perform these duties in a permissive temporary duty (PTDY) status for up to 14 days including travel. HRAP is considered a reward for good performance. In order to apply for HRAP, Soldiers must embody the Total Soldier Concept, display good conduct, and be physically fit.

3. This policy applies to Active Army Soldiers only. The participation of National Guard and Reserve Soldiers in HRAP will be allowed only during Holiday Block Leave, other special activities, or events determined by the Commander. HRAP is not offered to National Guard and Reserve Soldiers at any other time.

**4. In order to be considered for HRAP Soldiers must meet the following criteria:**

- a. Must reside within 50 miles of the recruiting station they are assigned to support and have private or public transportation available both to and from the station.
- b. Must volunteer to perform this PTDY at no cost to the government (Soldier must pay for transportation from Ft. Gordon to HRAP location and then from HRAP location to duty station or port call location).
- c. Must not have any adverse personnel actions pending and must not be flagged.

- d. Must not have received UCMJ (includes Summarized, Company, or Field Grade Article 15s).
  - e. Must not have been phased back by the Commander two or more times.
  - f. Must not have failed three or more annex exams. Additionally, must not have been placed in CAT-X status for academic failure.
  - g. Must have achieved a 210 on the Army Physical Fitness Test with a minimum of 70 points in each event.
  - h. Must be a high school diploma graduate, have completed a general education diploma, or completed 15 semester hours of college.
  - i. Must be familiar with the geographical area at their PTDY location, have peer connections and influence (usually through high school or college local employment, civic organizations) and be able to contribute to the recruiting efforts in this area in order to give them an optimum opportunity to assist in local recruiting efforts.
5. Special provisions regarding HRAP during Holiday Block Leave (HBL) may apply. These policies are provided by USAREC on an annual basis and will be adhered to, when applicable.
6. The 551<sup>st</sup> Signal Battalion Commander reserves the right to grant exceptions to this policy.
7. The point of contact for this memorandum is CPT Christopher Wilk at [christopher.k.wilk.mil@mail.mil](mailto:christopher.k.wilk.mil@mail.mil) or (706) 791-4777.



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